

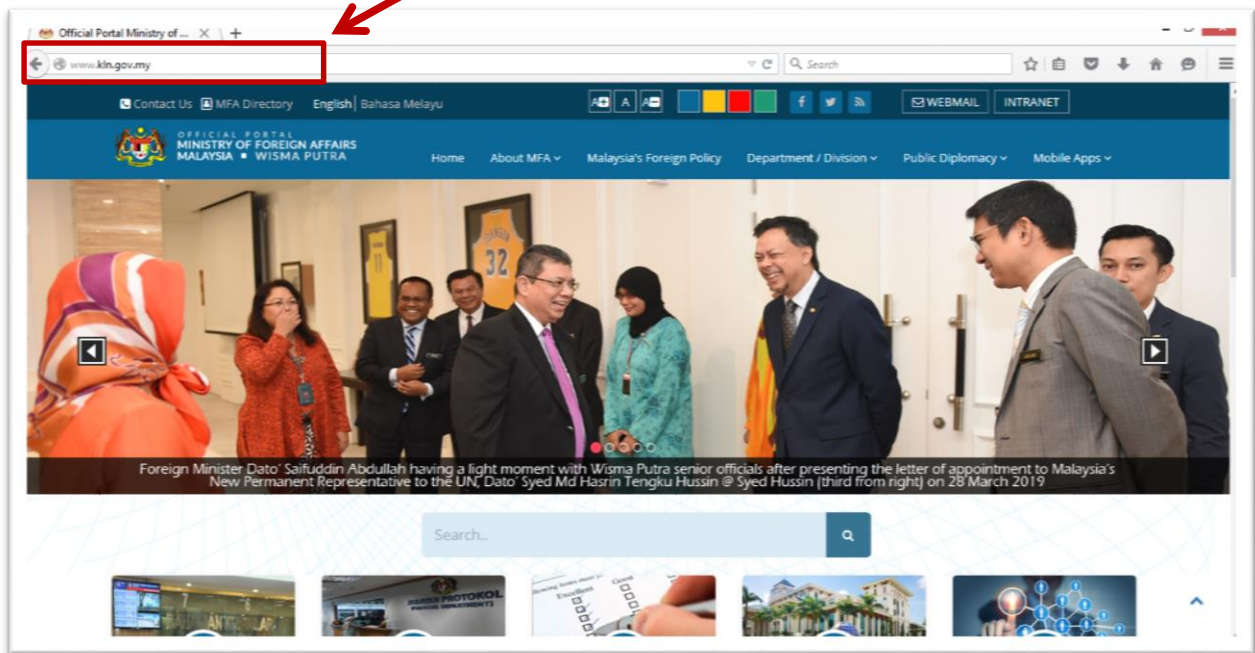
## APPLICATION FOR CERTIFICATE OF GOOD CONDUCT

Please be informed that starting **1<sup>st</sup> July 2013**, application for the Certificate of Good Conduct (CGC) must be submitted online and the process would take approximately 1 to 2 months for approval. This is a new regulation set by the Royal Malaysian Police for security vetting.

### How to apply:

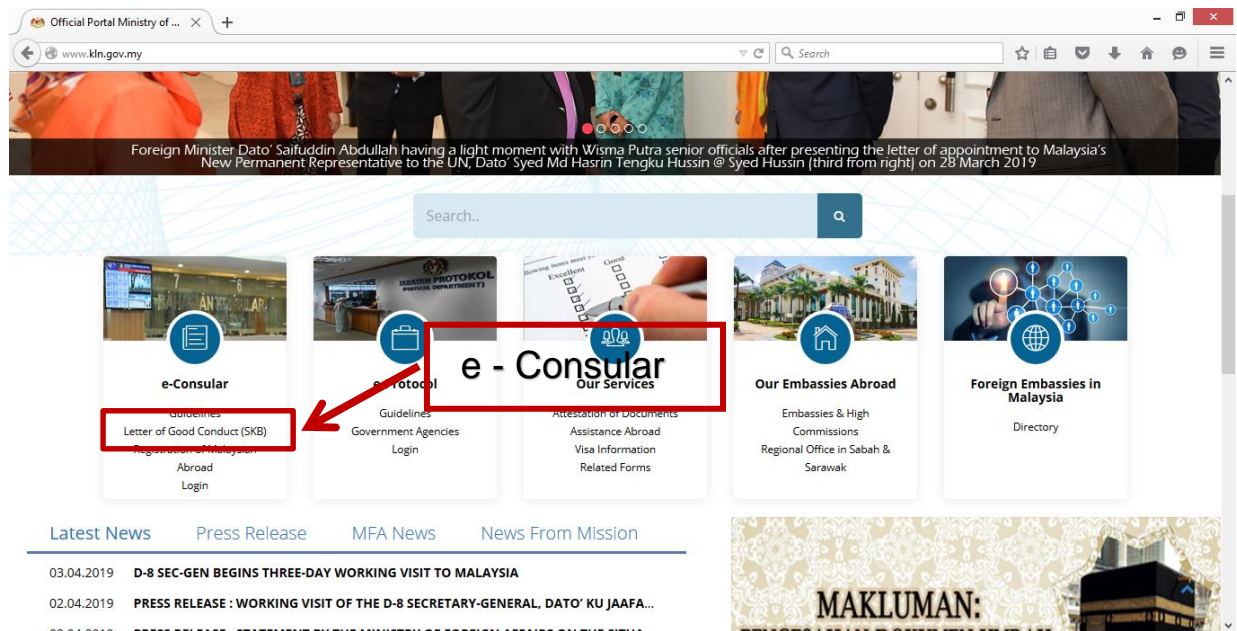
1. Visit the Ministry of Foreign Affairs, Malaysia website at this link:

[www.kln.gov.my](http://www.kln.gov.my)

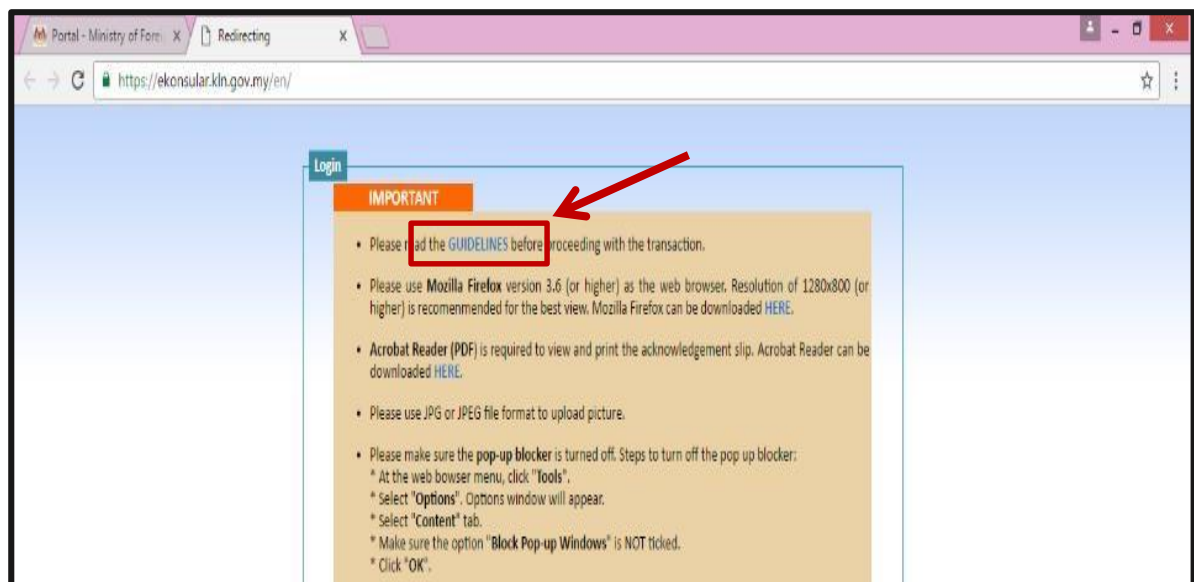


2. To access Certificate Of Good Conduct, follow instruction below :

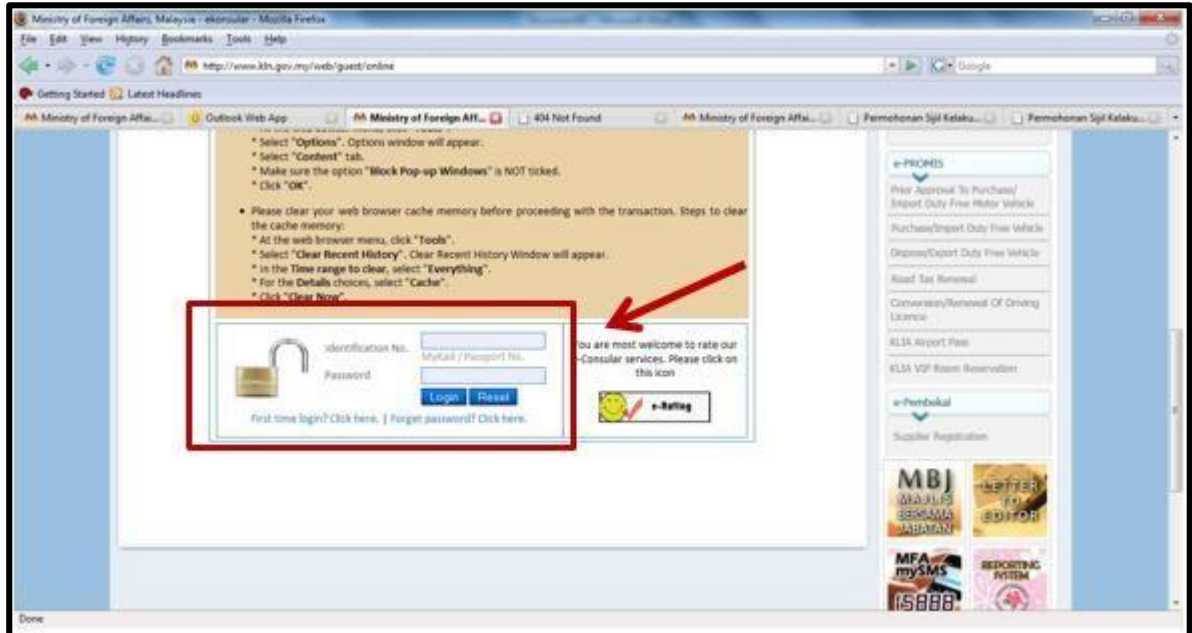
- Go to e-Consular service menu and click '*Letter of Good Conduct (SKB)*' link.



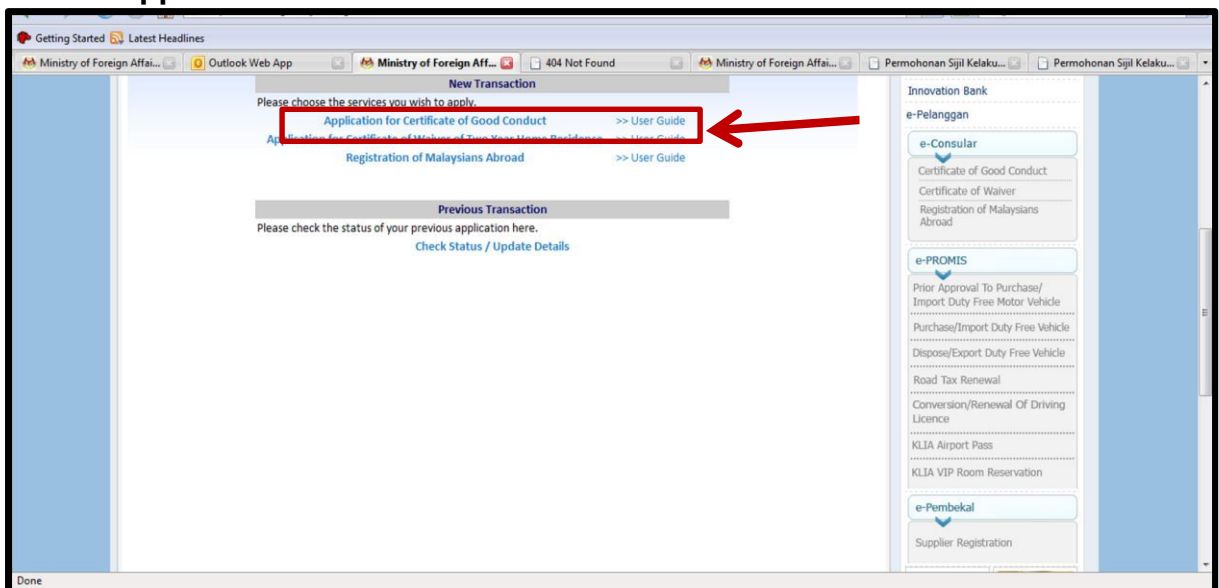
3. Read the **GUIDELINES** on procedure to apply for CGC.



4. Key in your **MyKad No/Identification No.** and **Password** (for registered user only)



5. Click **Application for Certificate of Good Conduct**



6. Fill in your **Personal Information**

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Ministry of Foreign Affairs, Malaysia... Certificate Of Good Conduct: Per...

**APPLICATION FOR CERTIFICATE OF GOOD CONDUCT**  
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

**:: Personal Information** Part 1 / 4

All fields marked with \* MUST be filled in.  
One of the fields marked with \*\* MUST be filled in.

Title	-- Please Select --	Identity Card No. *	(New)
Full Name *			(Old)
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Place MyKad issued (For Malaysian Only)	-- Please Select --
Nationality *	MALAYSIAN	Passport No. *	
Correspondence Address *		Date Passport issued *	(Format: DD-MM-YYYY, eg: 31-01-2010)
		Holder of Passport *	MALAYSIA
Country	-- Please Select --	Date Passport Expired *	(Format: DD-MM-YYYY, eg: 31-01-2010)
State (For address in Malaysia Only)	-- Please Select --	Date of Birth *	(Format: DD-MM-YYYY, eg: 31-01-2010)
City (Leave the field blank if your city is not listed)	-- Please Select --		

Done www.kln.gov.my

7. Fill in the **Employer Information / Higher Education Information**

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**:: Employer Information** Part 2 / 4

Please fill in your last employer information in Malaysia.

Occupation	
Name of Employer	
Address of Employer	
Country	-- Please Select --
State	-- Please Select --
City	-- Please Select --
Postcode	

**:: Higher Education Information**

Please fill in your last higher education information in Malaysia.

Name of Institution	
Address of Institution	

Done www.kln.gov.my

8. Fill in the **Purpose of Application**

The screenshot shows the 'Purpose of Application' section of the online form. The header includes the Malaysian coat of arms and the text 'APPLICATION FOR CERTIFICATE OF GOOD CONDUCT MINISTRY OF FOREIGN AFFAIRS MALAYSIA'. Below the header, there are fields for 'MyKad/Passport No.', 'Name', 'Transaction', and 'Transaction Code'. The main section is titled ':: Purpose of Application' and includes instructions: 'Please select at least one purpose of application. All fields marked with \* MUST be filled in.' There are two columns of checkboxes for selecting a purpose: 'Study', 'Employment', 'Citizenship Application' on the left, and 'Accompanying Spouse / Parents / Guardian', 'Permanent Resident' on the right. Below these is a text field 'Others. Please state'. At the bottom, there is a dropdown menu for 'Country requiring certificate \*' with the option '-- Please Select --'. Navigation buttons 'Next', 'Back', and 'Cancel' are at the bottom left. The page is labeled 'Part 3 / 4' at the top right.

9. For Malaysians only: Upload your recent **Passport-Sized Photo** (please read the criteria for submitting the Passport-Sized Photo before uploading your photo)

The screenshot shows the 'Photo' section of the online form. The header is the same as the previous section. Below the header, there are fields for 'MyKad/Passport No.', 'Name', 'Transaction', and 'Transaction Code'. The main section is titled ':: Photo' and includes instructions: 'Please upload a passport-sized photo.' There is a large empty box for the photo and a 'Browse...' button. Below the photo box, there is a box containing the criteria: 'Maximum size: 200kb' and 'Format: \*.jpg, \*.jpeg or \*.png'. An arrow points from this criteria box to a separate box labeled 'Criteria of the Passport-Sized photo'. Navigation buttons 'Next', 'Back', and 'Cancel' are at the bottom left. The page is labeled 'Part 4 / 4' at the top right.

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- Getting Started Latest Headlines
- Ministry of Foreign Affairs, Malaysia... Certificate Of Good Conduct : Ph...
- # APPLICATION FOR CERTIFICATE OF GOOD CONDUCT
- ## MINISTRY OF FOREIGN AFFAIRS MALAYSIA
- MyKad/Passport No. 7...d67
- Name SMITH
- Transaction Application for Certificate of Good Conduct
- Transaction Code
- ### :: Photo
- Part 4 / 4
- Please upload a passport-sized photo and scanned passport book.
- Photo
- Scanned passport book (page that contains your information)
- Notes:
- Format: \*.jpg, \*.jpeg or \*.png
- Criteria of the Passport-Sized photo

- ## Collection of CGC at the Consular Service Counter

- 14.1.1 Collection of the approved CGC can be made at any Consular Service Counter in Putrajaya, Sabah, Sarawak or Malaysian Missions abroad.

14.1.2 Kindly bring along the following documents while collecting the CGC:

14.1.2.1 Application Acknowledgement Slip;

14.1.2.2 Cash payment of **RINGGIT MALAYSIA TWENTY ONLY (RM20)** for payment made within Malaysia or **EQUIVALENT** to RM20 in local currency for payment made abroad. For the exact amount to be paid in local currency, kindly contact the Malaysian Embassies / High

14.1.2.3 Commissions / Consulates nearest to you; and Letter of Authorization for collection on behalf of the applicant(s).

Request of CGC via postal service

14.1.3 Applicant who wishes to receive the CGC via postal service is required to submit the following:

14.1.3.1 Application Acknowledgement Slip;

14.1.3.2 Bank Draft / Money Order of **RINGGIT MALAYSIA TWENTY ONLY (RM20)** payable to “**AKAUNTAN NEGARA MALAYSIA**” (for payment made within Malaysia) or equivalent to RM20 in local currency, payable to “**EMBASSY OF MALAYSIA / HIGH COMMISSION OF MALAYSIA / CONSULATE GENERAL OF MALAYSIA**” of that particular countries (for payment made abroad). For the exact amount to be paid in local currency, kindly contact the Malaysian Embassies / High Commissions / Consulates nearest to you; and

14.1.3.3 An A4 size self-addressed envelope with sufficient stamp fee.

14.1.4 Documents requested in para 14.1.3 **MUST BE SUBMITTED** to ONE (1) of the following address :

Ministry of Foreign Affairs  
Wisma Putra,  
Consular Division  
No. 1, Jalan Wisma Putra  
Precint 2, 62602 PUTRAJAYA  
**Attention : CGC Unit (Certificate of Good Conduct)**

Ministry of Foreign Affairs  
Sarawak Regional Office  
Tingkat 14, Bangunan Sultan Iskandar  
Jalan Simpang Tiga  
93300 Kuching, Sarawak

Ministry of Foreign Affairs  
Sabah Regional Office  
Aras 7, Blok A  
Kompleks Pentadbiran Kerajaan Persekutuan  
Jalan UMS  
88400 Kota Kinabalu, Sabah

Any Malaysian Missions / Malaysian High Commissions / Malaysian Consulate General nearest to applicants.

- For more information, please do not hesitate to contact us at the following:

## Ministry of Foreign Affairs, Putrajaya

Telephone : +603 – 8000 8000  
+603 – 8887 4458 / 4275 / 4159 / 4100  
Fax : +603 – 8890 4235  
E-mail : [skb\\_admin@kln.gov.my](mailto:skb_admin@kln.gov.my)

## Ministry of Foreign Affairs, Kuching

Telephone : +6082 – 236146  
Fax : +6082 – 236983  
E-mail : [pwsarawak@kln.gov.my](mailto:pwsarawak@kln.gov.my)

**Sabah Regional Office**

**Ministry of Foreign Affairs, Kota Kinabalu**

Telephone : +6088 – 488466

Fax : +6088 – 488518

E-mail : pwsabah@kln.gov.my

- 15.1 Contact information for Malaysian Embassies / Malaysian High Commissions / Malaysian Consulates General can be access through Ministry of Foreign Affairs website or click [HERE](#) for quick link.

**NOTE:**

1. **With the introduction of this new system, all hardcopy documents are not applicable anymore. Instead, Malaysians would only need to upload their photo and non-Malaysians are required to upload their photo as well as scanned copy of passport.**
2. **Applicants should not send cash payment via postal service.**
3. **Applicant is advised to regularly check the application status through the Ministry's website.**
4. **The Ministry of Foreign Affairs, Malaysia shall not be held responsible for any documents posted by applicants which are lost in transit.**